

## **IMAC IT Subcommittee**

### **Minutes for Thursday, March 11, 2004 Meeting**

Attended by: Jim Jones, Dave Hippler, Evie Ryan-Tondryk, Eduardo Zarate, Theresa Fosbinder, Melissa Otter, Jill Jokela, Liz Green, Tony Sis, Jayne Wanless, Bob Martin, Divya Nidhi, Marty Carreras, Autumn Arnold, Patsy Beining (via teleconference), Jeanne Brandl (via teleconference) and Diane Peterson (via teleconference)

#### **2/12/04 Minutes**

The February 12, 2004 meeting minutes were reviewed, changes were agreed upon and approved.

#### **Review Active IMAC IT Subcommittee Roster**

The group reviewed changes to the IMAC IT Subcommittee Roster. Several individuals who have not attended the meeting in the last 12 months and have not returned e-mail requests were removed from the list. Liz Green and Ken Germanson were added. A copy of the IMAC IT Subcommittee Roster has been included with the minutes.

#### **Review Last Month's and This Month's CARES Changes**

Evie Ryan-Tondryk reviewed the changes made to CARES in the February 2004 and discussed changes to be made in March.

#### **BadgerCare & New Hire Employment Verification Process**

Jim Jones, Evie and Bob Martin described the new employment verification process to the group and solicited input. An Operations Memo on the new process will be provided to IM agencies at least two weeks prior to implementation on April 30, 2004.

#### **Automated Case Directory**

The subcommittee discussed recent input from IM managers and supervisors from around the state on how Automated Case Directory could better meet the needs of workers, supervisors and IM managers. It was agreed that two surveys, one for workers & supervisors and another for IM managers would be done to define the needs of these groups that could be met by the Automated Case Directory. Two tasks are currently underway: BHCE is creating an e-mail list for IM managers and Jim Jones is working on the two surveys, which he hopes to send out in April or May 2004.

## **Web Projects**

*CARES Worker Web* - Marty Carreras showed the subcommittee a presentation with CARES Worker Web screens, paying particular attention to headers, page/case comments, and on-line help. The subcommittee provided feedback to Marty who will incorporate their suggestions into Worker Web design discussions.

*Update on On-Line Handbooks* - Dave Hippler described current DHFS efforts to create interactive, customer friendly, web-based handbooks and manuals. Dave explained that the Medicaid handbook, currently in \*.pdf format would be the first to be created using newly purchased RoboInfo software. Next the Food Stamps Handbook would be converted from its current software into RoboInfo and finally the IM Manual will be updated and placed into RoboInfo.

*Update on the Food Stamp Program Participation Grant* –Autumn Arnold provided an update on the progress for the Food Stamp Program Participation Grant project. As DHFS moves toward an August 2004 implementation date of the web-based self-assessment tool, Autumn has been soliciting input on the tool from advocates, tribal outreach workers and clients. She and others on the project have been working to:

- ◆ Define the business requirements for the self-assessment tool,
- ◆ Determine the best sites for demonstration of the project,
- ◆ Develop marketing strategies and an evaluation strategy.

Next Meeting: Thursday, April 8, 2004  
DHFS Building - 1 West Wilson St. – Room #672